

**JEFFERSON COUNTY  
LOCAL EMERGENCY PLANNING COMMITTEE**

UW-Extension (Lower level of Workforce Development Center)  
864 Collins Road, Jefferson WI 53549

**WEDNESDAY, AUGUST 20, 2014 at 1:00 p.m.**

**MEETING MINUTES**

- 1) **Call to Order** – The meeting was called to order at 1:00 pm.
- 2) **Roll Call – Members Present:** Kraig Biefeld, Marytha Blanchard, Paul Hable, Donna Haugom, Ryan Leslie, Paul Milbrath, Gail Scott, Ryan Ellifson. **Alternates:** Ted Tuchalski for Jeff Larkin and Ray Madison for Vern Butzine. **Others Present:** Ian Lehrer, Renee Garlock, Jacob Maas.
- 3) **Certifications of Compliance with the Open Meetings Law** – In compliance.
- 4) **Review of the Agenda** – The agenda was reviewed. Haugom asked if item number 6 could be moved up in the agenda after the approval of minutes so Renee Garlock did not have to stay for most of the meeting. Hable agreed.
- 5) **Citizen Comments** – There were no citizen comments.
- 6) **Motion and Approval of Minutes for February 19, 2014 and May 21, 2014.** Kraig motioned to approve, seconded by Milbrath. Motion carried.
- 7) **Hazardous Materials Spills/Billings** – Haugom handed out copies of the incident report from Fort Atkinson Fire Department and was also sent to Renee Garlock. Garlock reviewed the circumstances of the event. Paul Hable did speak with Chief Mike Reel regarding the event so he got a better understanding of the situation. He asked Ms. Garlock if her homeowners insurance would cover the incident, she indicated no, they do not cover pollutants. Renee asked some questions regarding the billing; unfortunately Fort Atkinson Fire Department was unable to attend the meeting. Hable asked Ms. Garlock to put her questions, thoughts or concerns in an e-mail to Haugom so we could get them address with the right people. Ms. Garlock left the meeting and further discussion followed regarding the circumstances, billing issues and mercury effects.

Haugom followed up with Ryan Ellifson regarding an initial report indicating that 5 gallons of hydraulic fluid was being released every day. Ellifson indicated he had gone out to the site and found no evidence of this fact.

The other spill identified a small amount of hydraulic fuel spill in the City of Watertown.

- 8) **Update on Commercial Pool & Spa** – Haugom stated a letter was sent asking Commercial Pool & Spa to pay a reduced amount by the end of June. If they did not pay, it would go forward with a legal process. Hable talked about the 1060 form – Commercial Pool and Spa indicated that this form was never filled out to see if the response was warranted. Haugom stated that if you fill the form out according to the event incident report, it warranted the response. Discussion followed indicating we will continue with this process until a conclusion has been reached.
- 9) **Hazmat Reimbursement Charges** – Hable asked if everyone got the paperwork Haugom sent out that Biefeld put together regarding the Hazmat Reimbursement Charges. Hable stated that the material appeared reasonable and it was probably the first time someone did this type of detailed assessment with explanation. Biefeld stated he looked through a lot of information, what Dodge County did and other counties. He actually looked back to see how a workers compensation claim was handled for a volunteer department, they actually look to see how to pay that fire fighter that gets hurt by the closest full-time fire department. So that is where he started with the personnel charges. He started with pay with benefits, so he put down a thing that says support personnel with benefits – that is where some of the numbers are coming from. He also looked at a resolution based off of looking at the cost of maintaining vehicles times the number of calls they go on over a lifetime. There is a way you can get the numbers. Hable stated there is some rationale that is associated with the charges that now are identifiable. Hable asked Haugom to put these numbers into a fee schedule. Hable asked for a motion to adopt the new fee schedule for the Level IV Hazmat Team. Scott motioned, Madison seconded. Motion carried.
- 10) **Election for Vice-Chair Position** – Hable talked about the by-laws and that the Vice-Chair position takes over the Chair position when the Chair position expires. Hable asked if anyone would like to volunteer their time or would someone like to nominate someone for the position. Haugom nominated Biefeld, Scott seconded. Biefeld accepted the nomination. Haugom asked the nominations be closed and that Biefeld be unanimously elected as Vice-Chair. Motion carried.
- 11) **Level IV Hazmat Team** – Haugom stated that the Level IV Hazmat Team is in need of financial funding for sustainability. She has put a line item in her budget for \$9,000.00 to cover maintenance, fit testing, respiratory evaluations, and training. Haugom indicated that the participating departments were helping to fund the necessary but are not capable of continuing this pattern. Haugom also discussed the possibility of contracting with another

team and the costs relative to a contract. Additional discussion followed concerning other options available to help reduce any costs for sustainability.

## **12) Plan of Work**

- a) Approve notice for Jefferson County LEPC Compliance Inspector**
- b) Approval of the Committee By Laws**
- c) Approval of the Committee's Membership List**
- d) Approval of the Procedures for Review of Hazmat Response Expenditures**

Haugom explained the documents listed above and how they related to the Plan of Work for Jefferson County. Hable asked Haugom to send out an e-mail to the current LEPC membership and ask if they are still interested in participating in the LEPC. She is also to request them to identify an alternate if they are unable to attend.

Scott motioned to approve the items identified for the Plan of Work, Biefeld seconded. Motion Carried.

### **e) Off-Sites FY 2014**

Haugom informed the Committee that the following Hazardous Materials Off-Site Plans are being worked on for the second half of FFY 2014. Discussion occurred.

AT&T Jefferson and Fort Atkinson – Sulfuric Acid  
Reiss International – Watertown – Toluene 2,4 Diisocyanate / Toluene 2,6 Diisocyanate  
Spacesaver Corporation – Fort Atkinson – Sulfuric Acid  
Sussek Machine – Waterloo – Sulfuric Acid  
Watertown Hops – Anhydrous Ammonia/Sulfuric Acid  
Regius Rubber – Waterloo – Chlorine

Milbrath suggested the LEPC send a letter of recommendation to the County Administrator and the Chair of the Finance Committee in support of funding for the Jefferson County Level IV team. Motion by Milbrath, seconded by Madison. Motion carried.

## **13) Industry Reports**

- a) American Red Cross** – A focus for Red Cross nationwide (5 year plan) is attempting to reduce the amount of fire deaths across the country. This would be worked on by partnering with Fire Departments and other groups within the communities to do smoke alarm installations in homes. Blanchard stated that larger cities tend to have a higher rate of working smoke alarms but the rural areas, as many as two-thirds do not have the proper amount or functioning smoke alarms in homes. Rural areas are showing higher

death rates. Hable indicated the Kiwanis Club does the same type of programs. Madison asked if they would be working with carbon monoxide, Blanchard said that is information they have been hearing and they will be discussing this. They will be holding their annual state training conference the end of October.

**b) Salvation Army** – No representatives were in attendance.

**c) Wisconsin Hospital Emergency Preparedness Program (WHEPP) Region 5 Update**  
– Funding is declining. Hable discussed the combination of the RTAC, Hospital, EMS, and Public Health working in the same regions and being identified as Healthcare Coalitions.

**d) Jefferson County Public Health** – Scott indicated she volunteered to be on the steering committee working with the different response agencies into a Healthcare Coalition. The regions will align with the current WHEPP regions. We would belong to the Madison region.

**14) Correspondence** – No correspondence

**15) Next Meeting Date** - November 19, 2014

**16) Meeting Adjourned**